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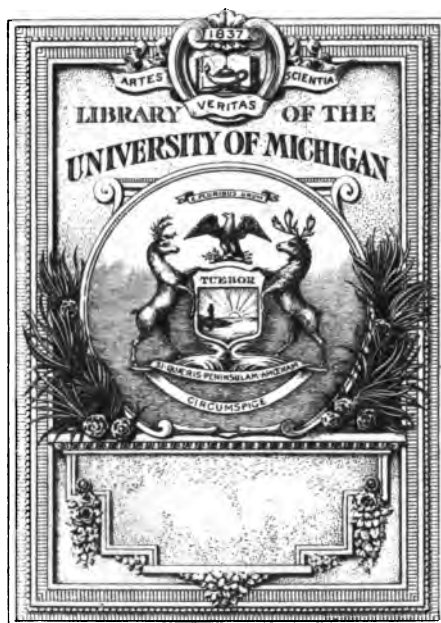
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**PUBLICATIONS**  
*of*  
**THE FEDERAL BOARD FOR  
VOCATIONAL EDUCATION**

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**ISSUED BY THE  
FEDERAL BOARD FOR VOCATIONAL EDUCATION  
WASHINGTON**

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**FEBRUARY, 1919**



**WASHINGTON  
GOVERNMENT PRINTING OFFICE  
1919**

## FEDERAL BOARD FOR VOCATIONAL EDUCATION.

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## **PUBLICATIONS OF THE FEDERAL BOARD FOR VOCATIONAL EDUCATION.**

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The Federal Board for Vocational Education has published since its organization in July, 1917, a number of bulletins, monographs, and leaflets on the different phases of its work.

All of these publications have been listed here, and each one has an annotation which will give some idea of its contents and purpose.

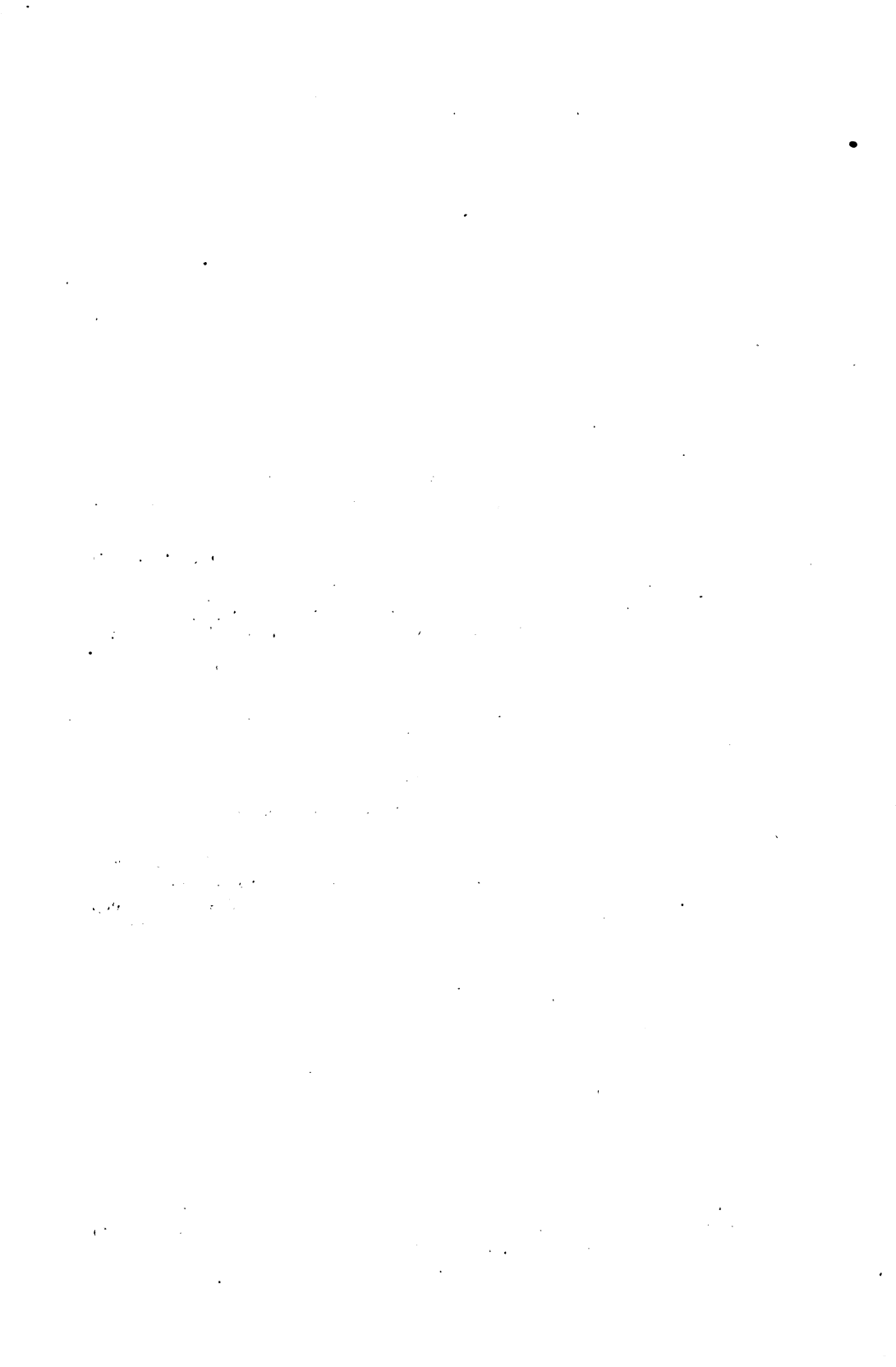
A series of bulletins have been prepared on each of the four kinds of vocational education: Agricultural, commercial, home economics, and trade and industrial.

Owing to the demand for men trained in various branches in the Army, the Board published a number of emergency war training bulletins for conscripted and enlisted men. While the primary need of these is no longer present, they are still useful for any who desire information along these lines.

Bulletins, monographs, and leaflets have been written on the re-education of the disabled soldiers, sailors, and marines, giving the systems used in other countries, the law which Congress passed appropriating \$2,000,000 for our disabled men, the plans of the Board, information for the men themselves, and vocational opportunities which are compatible with handicaps which they may have. These form a useful encyclopedia of vocations.

The cooperation of various departments of the Government in lending expert aid has been generously given and is cordially appreciated by the Board.

These publications are free for distribution and may be had by application to the Federal Board for Vocational Education, Washington, D. C.



## **THE VOCATIONAL SUMMARY.**

The Vocational Summary is published monthly by the Federal Board for Vocational Education. It was first issued in May, 1918, and volume I will be completed with the April, 1919, copy. With the completion of this volume, an index to the Summary for the year will be printed.

The Summary is devoted to articles on vocational education in home economics, commercial, trade and industrial, and agricultural subjects. The progress of vocational education under the vocational education act is noted, and rulings and suggestions for those States which are carrying on vocational education under this act are given. The work of rehabilitation and reeducation of soldiers, sailors, and marines, as it is done in the United States and other countries is described, taking up such phases of it as the relation of the job to the disability, openings in industry, artificial appliances, and special classes of the disabled. The subject of the industrial cripple, which is being given particular attention at this time, is among those which appear in the Summary.

## **ANNUAL REPORTS.**

Annual report of the Federal Board for Vocational Education. Washington, 1917. 32 p.

This report covers the period from July to December, 1917. All preliminary work of organization, appointment of the officials, examination of State plans, and arrangements for regional administration are described. Cooperation with other Government departments in the matter of training conscripted men is dealt with in detail, and a list of studies and investigations in progress is given. A table of allotments of funds to States is included here. Under the heading "Response of States to the Smith-Hughes Act" the action taken by the States up to the time of publication of the report is shown.

Annual report of the Federal Board for Vocational Education. Washington, 1918. 172 p.

The second annual report includes the period covered by the first. It is therefore an account of the work which has been done by the Board since its organization.

The first months were spent largely in organization and plans, but in this report a detailed account is given of the strides which have been made in vocational education, and a summary of the accomplishments in agricultural, commercial, trade and industrial, and home economics education.



Two months after the signing of the vocational education act by the President, the United States entered the war. Owing to the drafting of such large numbers of men, the Federal Board undertook to outline courses for training them to meet the demands of the Army for technical workers. Nine bulletins on emergency war training were prepared by the Board, and the report gives a description of the work, and statistics as to the number of men who were trained through it.

The advance in teacher training in the States, and the progress of vocational education along all lines is shown.

The passage of the vocational rehabilitation act, giving the Federal Board for Vocational Education jurisdiction over the work of reeducating the disabled soldier and sailor, was not until June, 1918, so this report contains only a short description of the preliminary work which the Board has done along this line.

The allotments of the fiscal year 1918-19 have been tabulated and are shown in this report, and an appendix contains the regulations covering the administration of the Vocational Education act.

### BULLETINS.

Bulletin No. 1. Statement of policies. Washington, 1917. 70 p.

All policies outlined here refer to the administration of the vocational education act by the Federal Board. Part 1 contains general administrative policies such as relate to the State boards in general, the distribution of the Federal money, standards, supervision, etc. Part 2 gives the policies in the form of questions and answers, (1) of a general nature, (2) in relation to agricultural education, (3) in relation to industrial education, (4) in relation to home-economics education. The text of the vocational education act is given, and the legal requirements imposed by it on the States, the Federal Board, the Secretary of the Treasury, and the State boards. Three tables show the allotments to the States arranged by regions, by years, and by quarterly payments.

Bulletin No. 2. For use in training conscripted men for service as radio and buzzer operators (international code) in the United States Army. Washington, 1918. 15 p.

This was first published as Circular of Information No. 1. It gives information concerning the enrollment, necessary equipment, course of study, standards, certificates, and general management of the classes for radio and buzzer operators to be used in guiding school authorities undertaking this work.

Bulletin No. 3. Emergency training in shipbuilding, evening and part-time classes for shipyard workers. Washington, 1918. 72 pp.

Part 1 of this bulletin gives instructions and suggestions to school officials, so that they may conduct evening or part-time classes to assist in the training of men for employment in shipyards. Information in regard to the classes of men to be trained, kind of classes to be given, reports, certificates, etc., is furnished. Part 2 contains a table giving a summary of shipbuilding and kindred trades. There is a description of three classes of shipbuilding trades: (1) Trades to which there is no corresponding outside trade; (2) trades in which there is a corresponding trade; and (3) trades into which outside craftsmen may enroll without special training. Part 3 is made up of courses of study, suggestions for general lines to be followed in classes, a glossary of terms and tables of analyses of trades, giving necessary qualifications, comparisons with other trades, etc.

**Bulletin No. 4. Mechanical and technical training for conscripted men (Air Division, United States Signal Corps). Washington, 1918. 48 p.**

Part 1 gives general information in regard to the enrollment, certificates, records, teachers, etc., in classes for training conscripted men. Part 2 contains courses of study for mechanics and technicians needed by the aviation service. It comprises cabinetmakers and carpenters, chauffeurs, copper-smiths and metal workers, motor repairmen, instrument repairmen, ignition and magneto repairmen, and welders. Appendix A comprises a letter of authorization by The Adjutant General to the commanding generals of all departments.

**Bulletin No. 5. Vocational rehabilitation of disabled soldiers and sailors. A preliminary study. Washington, 1918. 112 p. (Reeducation Series No. 1.)**

This bulletin gives the experience of foreign nations in the vocational rehabilitation of disabled soldiers and sailors and general principles and policies toward which this experience points as a basis for any program of Federal action. Part 1 takes up general principles and policies, such as cost, public support, public versus private control, military discipline, etc. Part 2 gives a sketch of foreign legislation and experience in England, France, Canada, Belgium, Australia, Italy, South Africa, Newfoundland, India, and New Zealand. Part 3 deals with factors to be taken into consideration in estimating the number that will require vocational reeducation. Part 4 is an outline for an exhaustive study and report on the whole subject of reeducation. A bibliography of the war cripple is given in Part 5. Also published as Senate Document No. 166.

**Bulletin No. 6. Training of teachers for occupational therapy for the rehabilitation of disabled soldiers and sailors. Washington, 1918. 76 p. (Reeducation Series No. 2.)**

Part 1 of this bulletin takes up the problem of the training of teachers for occupational therapy. A course of study is given and the necessary qualifications for teachers for directing occupational therapy and for vocational education are indicated. Part 2 takes up the functions of occupational therapy, psychological and physiological, and discusses the present field of occupational therapy. Part 3 contains the social and economic aspects. The contributions of the vocational expert are given and his duties described.

**Bulletin No. 7. Emergency war training for motor truck drivers and chauffeurs. Washington, 1918. 75 p.**

After a general introduction giving the qualifications for admission to classes, qualifications of instructors, equipment, etc., three courses are outlined: Classroom instruction; shopwork; driving. The equipment and material necessary for a unit of 24 men is indicated and there are 570 test questions for the use of the instructors.

**Bulletin No. 8. Emergency war training for machine-shop occupations, blacksmithing, sheet-metal working, and pipe fitting. Washington, 1918. 48 p.**

A general description of the purpose, qualifications for admission to classes, duration of course, etc., is contained in the introduction. The courses for machine operators are divided as follows: Lathe work; Crill press work; planer work; shaper; grinding; milling machine work; bench work; tool-making; blacksmithing; sheet-metal working; pipe fitters. The equipment necessary for the courses is described.

**Bulletin No. 9. Emergency war training for electricians, telephone repairmen, linemen, and cable splicers. Washington, 1918. 31 p.**

This bulletin, after the usual introduction in regard to the qualifications of instructors, equipment necessary, etc., outlines the following courses: Electricians; telephone men; repair of telephone lines; repair of magneto telephone apparatus; cable splicing. Necessary tools and equipment are given in each case.

**Bulletin No. 10. Emergency war training for gas-engine motor-car, and motor-cycle repairmen. Washington, 1918. 79 p.**

Five courses are outlined here: Chassis, repairmen; engine repairmen; carburetor specialists; ignition specialists; lighting and starting specialists. In addition there are test questions for the use of instructors, and suggestions for equipment and qualifications.

**Bulletin No. 11. Emergency war training for oxy-acetylene welders. Washington, 1918. 86 p.**

This publication consists of a review of the oxy-acetylene process with particular reference to its military application in the United States and other countries. Courses for welding and cutting are outlined, with full directions for use of instructors.

**Bulletin No. 12. Emergency war training for airplane mechanics, engine repairmen, woodworkers, riggers, and sheet-metal workers. Washington, 1918. 59 p.**

This bulletin contains a course on airplane construction and nomenclature, a course on the materials used in airplane construction, a course on the construction of the principal parts of airplanes, courses in shopwork, and a list of test questions. Illustrated with shop drawings and diagrams.

**Bulletin No. 13. Agricultural education—organization and administration. Washington, 1918. 43 p. (Agricultural Series No. 1.)**

The vocational education act is analyzed in so far as it relates to agricultural education. The contents include the requirements of the vocational education act as relating to agriculture, plans for the training of teachers, and a review of cooperation in three agreements between the Federal Board, the Department of Agriculture, and the Bureau of Education. An appendix contains statistical tables, showing grants under the act.

**Bulletin No. 14. Reference material for vocational agricultural instruction. Washington, 1918. 26 p. (Agricultural Series No. 2.)**

The purpose of this bulletin is a guide "in building up working libraries, their arrangement and their use, and for distributing agricultural instruction as promoted by the Federal Board for Vocational Education." A simple plan for cataloging and arranging public documents in a small library on agricultural subjects is described. Part 3 gives a description of the publications on agriculture issued by the Departments of Agriculture, Interior, Treasury, and Labor, and the Food Administration. The method of obtaining documents is taken up. State publications and other sources of material for the collection is under discussion in this section.

**Bulletin No. 15. The evolution of National systems of vocational reeducation for disabled soldiers and sailors. Washington, 1918. 319 p. (Reeducation Series No. 3.)**

This bulletin is illustrated with many photographs showing progress made in other countries in refitting men to take up again the battle of civil existence. It shows how science and the wonders of specialized reeducation are able to

neutralize what would otherwise be serious handicaps that would place the subjects in the category of human junk. The volume deals with the subject of rehabilitation generally, its principles, the attitude of the public toward the disabled man, and the outlook and viewpoint of the men themselves. It then takes up the various countries—France, Belgium, Great Britain, Italy, Germany, Austria-Hungary, Canada and other British dominions.

**Bulletin No. 16.** Emergency war training for radio mechanics and radio operators. Washington, 1918. 75 p.

The first part of this bulletin is devoted to a course in radio mechanics, or the technical side of radio work. The second part of it contains additional information on the training of radio operators, and is supplementary to Bulletin No. 2. This part contains plans worked out by various schools where this training has been given, and has a valuable list of sample telegrams taken from Signal Corps practice.

**Bulletin No. 17.** Trade and industrial education, organization, and administration. Washington, 1918. 125 p. (Trade and Industrial Education Series No. 1.)

Five types of schools which are authorized to give instruction known as trade and industrial education are dealt with here. In part 1 State and local boards will find a clearly stated interpretation of this type of education, with suggestions as to the proper methods of establishing schools in accord with the views of the Federal Board. Part 2 deals with all-day trade or industrial schools. Part 3 outlines the requirements for the group which constitutes the part-time schools or classes. Part 4 discusses the evening industrial schools. Outlines of plans for several States are contained in the appendixes.

**Bulletin No. 18.** Evening industrial schools. Washington, 1918. 55 p. (Trade and Industrial Series No. 2.)

The purpose of this bulletin is to outline the approved practice in this type of instruction rather than the administration. The possibilities of such education is discussed, suggestive courses of study and the methods for establishing and conducting the schools given. The following component factors of an evening school are fully discussed: Pupils; courses of study; teachers; methods; buildings; equipment; organization and conduct; responsibilities, opportunities, and duties of possible cooperative agencies.

**Bulletin No. 19.** Part-time trade and industrial education. Washington, 1918. 52 p. (Trade and Industrial Series No. 3.)

This bulletin shows how Federal aid may be obtained for part-time schools, and gives several new rulings of the Board made at the August meeting on part-time education, one of which permits commercial subjects to be taught. Part-time systems established in the United States; continuation schools in foreign countries; forms of types of part-time schools and compulsion in school attendance are discussed here.

**Bulletin No. 20.** Buildings and equipment for schools and classes in trade and industrial subjects. Washington, 1918. 77 p. (Trade and Industrial Series No. 4.)

The material contained here is prepared for the information of the State boards. It covers the general plan, the needs of a typical shop and general specifications. A machine shop, a carpenter shop, an electrical shop, plumbing shop, paint shop, printing shop, and sheet-metal shops are all described. Part 2 describes the equipment, courses of study, and methods of instruction in carpentry.

**Bulletin No. 21. The home project as a phase of vocational agricultural education.** Washington, 1918. 43 p. (Agricultural Series No. 3.)

Information is here given and suggestions made about that phase of secondary agricultural education known as the home project, a type of instruction which satisfies the demands of the Vocational Education Act as definitely fitting pupils for useful employment. The meaning of home project is fully discussed and classification into production, improvement, and demonstration projects is made, according to the purpose of the work. Specimen plans of a variety of projects are given, together with methods of relating school instruction to the practical home work.

**Bulletin No. 22. Retail selling.** Washington, 1918. 95 p. (Commercial Education Series No. 1.)

This bulletin makes available information that will enable boards of education and merchants to establish courses of study in high schools and stores for training in retail selling vocations. It points out the need for teacher training courses and gives definite plans for the establishment of such courses. There are suggestions for organizing part time courses for the benefit of those who have already entered employment with inadequate training. Plans for organization and detailed outlines of courses are given.

**Bulletin No. 23. Clothing for the family.** Washington, 1918. 116 p. (Home Economics Series No. 1.)

Recognizing that the service of the home maker is a national one, the Federal Board, in response to requests for direct help in training in this direction, offers this bulletin. It takes up the girl in school, in college, in business, and in the home. It suggests solutions of the problem of purchasing materials and making and selecting garments appropriate to the needs of the family for sanitary, attractive, and economic clothing.

**Bulletin No. 24. Vocational education for foreign trade and shipping.** Washington, 1918. 85 p. (Commercial Education Series No. 2.)

This bulletin is prepared to meet the needs of the teachers rather than of the producers by assembling, systematizing, and organizing literature of foreign trade with reference to the best methods for instruction on the technique and character of our foreign commerce from the point of view of foreign trade vocations. The courses outlined are available for use in evening, part-time, and all-day classes under the direction of the Federal Board. Commercial high schools and colleges may also freely avail themselves of this material. Study outlines of fundamental courses, and suggested study plans are fully discussed.

**Bulletin No. 25. Ward occupations in hospitals.** Washington, 1918. 58 p. (Reeducation Series No. 4.)

The therapeutic and economic value of ward occupations with a classification of ward activities is given special attention. The bulletin contains a description of the Canadian methods of training teachers, and a suggested method for the United States. Some of the personal qualifications of occupational therapists are noted.

**Bulletin No. 26. Agricultural education: Some problems in State supervision.** Washington, 1918. 32 p. (Agricultural Series No. 4.)

A general outline of the directional and supervisory duties is here given, that may be adapted to the widely varied needs of each State. Teacher

training and supervision, being two factors essential to success, are fully discussed. Part 2 shows the relationship between teacher training and supervision. Two plans of organization are described. Part 3 treats of sectional conferences and professional improvement.

**Bulletin No. 27.** The training of teachers of vocational agriculture. Washington, 1919. 49 p. (Agricultural Series No. 5.)

This bulletin indicates the importance of adequate training for vocational teachers, and outlines briefly the qualifications and training which seem desirable. It takes up the relation between the teacher-training institution and the State supervisor of agriculture, laying stress on conventions and teacher meetings, and suggesting professional improvement projects.

## MONOGRAPHS.

**Monograph No. 1.** To the disabled soldier and sailor in the hospital. Washington, 1918. (Rehabilitation Joint Series No. 1.)

This monograph is addressed to the soldier and sailor in the hospital. He is told how to go over the top successfully into civil life; what help he may expect from the Government; and what the prospects are for a permanent job after his training is completed. It contains a statement authorized by the Bureau of War Risk Insurance as to compensation claims and family allowances.

**Monograph No. 2.** To the household of the disabled soldier and sailor. Washington, 1918. (Rehabilitation Joint Series No. 2.)

Recognizing that the support of the family during the training period and the soldier's continued absence from home make this more than an individual problem, this monograph has been written for the benefit of the family of the disabled soldier and sailor. It is hoped that the information given here of the ways and means provided by the Government for the reeducation of the wounded soldiers and sailors will help the members of the households of the disabled to encourage them to make "one more big fight" to become self-supporting and useful citizens.

**Monograph No. 3.** What the employers of America can do for the disabled soldiers and sailors. Washington, 1918. (Vocational Rehabilitation Series No. 3.)

The intelligent cooperation of all employers is needed. No appeal is made for charity, but the employment of the disabled soldier is urged upon strictly business reasons. Preliminary training and a probationary period of employment in the occupation will safeguard both employer and employee. This monograph urges quick action upon the part of those who have jobs in their plants or offices or on their farms, in which the disabled man may find an opportunity to make good.

**Monograph No. 4.** The Nation's workers and the disabled soldiers and sailors. Washington, 1918. (Vocational Rehabilitation Series No. 4.)

The attitude of a companion is a distinct help or hindrance to the day's work. It is the duty and privilege of the workers of America to give our disabled soldiers a square deal. This monograph points out the way in which these companions in labor may best cooperate with the Federal Board in its great task of retraining and replacing these disabled men.

## OPPORTUNITY MONOGRAPHS.

**Opportunity monograph. Army occupations as preparation for civilian employment.** Washington, 1919. (Vocational Rehabilitation Series No. 5.)

Soldiers returning to civil life may use their Army experience along technical, mechanical, and professional lines as a foundation for a vocation for the future. The experience gained has been of value, but is necessarily limited to the Army needs. This monograph shows how this experience may be made the basis of a thorough training and adapted to the demands of civil employment.

**Opportunity monograph. Safety and fire protection engineering.** Washington, 1919. (Vocational Rehabilitation Series No. 6.)

Owing to the present attitude of the public this is a time when men who are trained to insure safety and conserve human and natural resources are in great demand. The qualifications are such that the disabled man may be assured of a position in it. The training for the safety engineer, and for the fire protection engineer is outlined in this monograph, and excerpts from letters are given showing the constant demand for those trained in these vocations.

**Opportunity monograph. The metal trades.** Washington, 1919. (Vocational Rehabilitation Series No. 7.)

No trade offers more of a variety in occupations or more of a demand for trained workers. Training may be either for the job or for the trade, but the man who wants to be in line for promotion is the one to whom the job is but a part of the whole. Molders, sheet-metal workers, machinists and machine operators, bench hands, assemblers, and erectors are described—their processes, the variety of employment, hours of labor and wages, and the training either in shops or schools which is necessary for the position.

These monographs are especially written for the disabled men who are considering a new vocation, therefore the relation of their disability to the job is of particular interest. This is not taken up in detail, as no cut-and-dried rule can be laid down, so much depends on the individual, but in each case the physical requirements are noted, and encouragement held out as to overcoming the handicaps with sufficient will power.

**Opportunity monograph. Factory woodworking trades.** Washington, 1919. (Vocational Rehabilitation Series No. 8.)

Between some trades lies a very close relationship. From the individual shop of carpenter and painter to positions of similar sort in woodworking is a logical change for men too disabled to continue the outdoor life with its required activity. The planing-mill industry, cabinetmaking, finishing are described in this monograph, the school and shop training necessary, and the special occupations which are adapted to disabled men.

**Opportunity monograph. Oxy-acetylene welding.** Washington, 1919. (Vocational Rehabilitation Series No. 9.)

In every locality where there are industrial plants there is a demand for oxy-acetylene welders. The United States has been far behind other countries in this trade, but this gives an added scope for the future. The two processes of welding and cutting require different amounts of training. The cutting may be learned in a few hours, but the welding has more scope and needs a theoretical knowledge of the work, and a greater manipulative skill.

To show the wide range of application of oxy-acetylene processes a brief survey of their uses in 10 different industrial fields is given.

Devices for overcoming certain physical handicaps and the more serious disabilities which would make welding a debarred trade are mentioned.

Opportunity monograph. Forestry pursuits. Washington, 1919. (Vocational Rehabilitation Series No. 10.)

Forestry is the business, or the art or science of handling forest products.

The opportunities for foresters has until lately been confined to the national forests, but now the States are taking up the question more scientifically and the field is enlarging. For disabled men it offers another chance to come back if his disability does not constitute any serious drawback. Such disabilities are discussed here.

Twenty-three schools where forestry courses lead to a degree are listed, and 42 schools with short courses in forestry other than ranger courses are given. Nine schools offering ranger courses are also noted.

Opportunity monograph. Automobile maintenance and service. Washington, 1919. (Vocational Rehabilitation Series No. 11.)

In this monograph on automobile maintenance the six principal groups of workers are taken up in detail. The occupation of each is described, the disabilities which are and are not suitable to the work are discussed, where reeducation may be had, and what a man may expect after he has finished his training is given attention in each of the six cases. The trade offers a wide range of occupational choice.

Opportunity monograph. Employment management. Washington, 1919. (Vocational Rehabilitation Series No. 12.)

Employment management is a new occupation which is open to men who wish retraining. The requirements are not only educational and technical, but demand such qualifications as personality, leadership, humanitarian instincts, and sympathetic disposition. The demand will continue after the war, and a man, though disabled, may make a success of this vocation.

A bibliography on employment management is in the monograph.

Opportunity monograph. Concrete construction and cement manufacture. Washington, 1919. (Vocational Rehabilitation Series No. 13.)

The demand for concrete workers will increase with the increase in building after the war, and every available trained worker will be called into the field. In this monograph the training necessary is described as relating to the three groups—structural, road and highway, and products plant. A particular study has been made of the handicaps which may and may not be overcome in this profession.

Opportunity monograph. Electrical employments with utility companies. Washington, 1919. (Vocational Rehabilitation Series No. 14.)

Whatever a man's disability, if he has any interest in electrical work, there is in all probability some employment for him in this line. Electric light and power companies, electric railway systems, telephone companies, steam railroads (having electrical departments) all offer opportunities to men electrically trained. In this monograph part-time education is given special attention, as it develops the theoretical and practical sides simultaneously.



Opportunity monograph. Electrical construction, maintenance, and repair occupations. Washington, 1919. (Vocational Rehabilitation Series No. 15.)

Vocational occupations in electrical contracting and repairing, plan and factory electrical maintenance, electrical inspection, work in storage-battery service stations, and electrical automobile work are discussed in this monograph. The work done in each of these occupations is described, the essential qualifications given, and the salaries and wages in some of the cases.

Opportunity monograph. The law as a vocation. Washington, 1919. (Vocational Rehabilitation Series No. 16.)

For those who are thinking of becoming lawyers, this monograph is prepared. The kind of work to be done, the previous education necessary, the training which must be taken, and the income which might reasonably be expected, are the questions answered by it. Rewards other than financial ones are noted.

Opportunity monograph. The practice of medicine as a vocation. Washington, 1919. (Vocational Rehabilitation Series No. 17.)

Certain physical and personal characteristics are essential to the success of a physician. While a general education is necessary as a basis for a course in medicine, at least four years in a medical school is absolutely essential. The income of a physician holds out small hope of financial independence, but the rewards are great in other lines, and a man with the right qualifications will find very interesting information in this monograph.

Opportunity monograph. Journalism as a vocation. Washington, 1919. (Vocational Rehabilitation Series No. 18.)

More than 5,000,000,000 copies of newspapers of all kinds are printed in the United States yearly. The field for journalists is therefore large and the demand constant. The assets and liabilities of this vocation are told with clear detail in this monograph, and the two types of editorial and news writers discussed. Colleges and universities offering courses are growing in number.

Opportunity monograph. The lumber industry. Washington, 1919. (Vocational Rehabilitation Series No. 19.)

Logging and sawmilling are the two forms of the lumber industry. These two offer a variety of occupations to disabled men who wish to pursue an outdoor life, and are interested in the work. The financial advancement is slow, and the best opportunities are with the large companies.

Tables in this monograph give positions in this industry which are compatible with handicaps. The physical requirements and the training and experience are also tabulated, making the selection of a special line very easy.

Opportunity monograph. Occupations in the automobile manufacturing industry. Washington, 1919. (Vocational Rehabilitation Series No. 20.)

This monograph is limited to automobile assembly work. A large number of the occupations in this industry are described and a summary given of the organization of the plant. A classification of occupations with reference to disabilities is included, and under the handicap are listed the positions in the automobile manufacturing work which are compatible with it.

## REHABILITATION LEAFLETS.

**Rehabilitation Leaflet No. 1.** What every disabled soldier and sailor should know. Washington, 1918.

This gives in compact form the outline of the Government's plan from the time the man is wounded until he is again at work, either in the old job or in a new one for which he has been retrained.

**Rehabilitation Leaflet No. 2.** Hey there, Buddy! Washington, 1918.

A straight talk to the soldier, answering questions which may be troubling him and giving information as to the methods of training and the compensation he will receive.

**Rehabilitation Leaflet No. 3.** What you can do for the disabled soldier and sailor. Washington, 1918.

A statement of facts made to the family, whose advice and encouragement is much needed in enabling the disabled man to "carry on" until his future happiness and usefulness is well established.

**Rehabilitation Leaflet No. 4.** Overseas and back to civil life. Washington, 1918.

The five steps to be taken if training is desired, with any information as to what happens to the soldier or sailor upon his discharge which may have been omitted in former leaflets.

**Rehabilitation Leaflet No. 5.** To the sweethearts, sisters, wives, and mothers of discharged soldiers and sailors. Washington, 1918.

The voice of the sweetheart, sister, wife, or mother is the deciding one when the soldier is considering a course of retraining. The Board has recognized this, and addresses this leaflet to the women, urging them not to pity their men but to back them up; to encourage them, and to have implicit faith in their ultimate success.

**Rehabilitation Leaflet No. 6.** President Wilson's message on healing the hurts of our wounded. Washington, 1918.

President Wilson's letter to Dr. Prosser, which is an appeal for the cooperation and interest of the citizens in the work of rehabilitation. The leaflet contains also some of the provisions of the Federal law for performing this service.

**Rehabilitation Leaflet No. 7.** To the disabled officer. Washington, 1919.

The Federal Board makes the statement to the disabled officers that the Government's plan for retraining wounded soldiers and sailors is open to them.

## **SERIES.**

Bulletins and monographs on the same subject or issued for the same purpose are grouped together in series. In this list all the foregoing publications are given in the series to which they belong, and, in addition, those which are in press and preparation at this time.

### **AGRICULTURAL SERIES.**

- No. 1. Agricultural education—Organization and administration. (Bulletin No. 13.)
- No. 2. Reference material for vocational agricultural instruction. (Bulletin No. 14.)
- No. 3. The home project as a phase of vocational agricultural education. (Bulletin No. 21.)
- No. 4. Agricultural education—Some problems in State supervision. (Bulletin No. 26.)
- No. 5. The training of teachers of vocational agriculture. (Bulletin No. 27.)

### **COMMERCIAL EDUCATION SERIES.**

- No. 1. Retail selling. (Bulletin No. 22.)
- No. 2. Vocational education for foreign trade and shipping. (Bulletin No. 24.)

### **EMERGENCY WAR TRAINING BULLETINS FOR CONSCRIPTED AND ENLISTED MEN.**

- For use in training conscripted men for service as radio and buzzer operators in the United States Army. (Bulletin No. 2.)
- Mechanical and technical training for conscripted men. (Bulletin No. 4.)
- Emergency war training for motor truck drivers and chauffeurs. (Bulletin No. 7.)
- Emergency war training for machine-shop occupations, blacksmithing, sheet-metal working, and pipe fitting. (Bulletin No. 8.)
- Emergency war training for electricians, telephone repairmen, linemen, and cable splicers. (Bulletin No. 9.)
- Emergency war training for gas-engine, motor-car, and motor-cycle repairmen. (Bulletin No. 10.)
- Emergency war training for oxy-acetylene welder. (Bulletin No. 11.)
- Emergency war training for airplane mechanics, engine repairmen, wood-workers, riggers, and sheet-metal workers. (Bulletin No. 12.)
- Emergency war training for radio mechanics and radio operators. (Bulletin No. 16.)

### **HOME ECONOMICS SERIES.**

- No. 1. Clothing for the family. (Bulletin No. 23.)

*In press.*

**Organization and administration of home economics.**

*In preparation.*

Feeding the family.

Care and welfare of children.

Home management.

**REEDUCATION SERIES.**

No. 1. Vocational rehabilitation of disabled soldiers and sailors. (Bulletin No. 5.)

No. 2. Training of teachers for occupational therapy for the rehabilitation of disabled soldiers and sailors. (Bulletin No. 6.)

No. 3. The evolution of National systems of vocational reeducation for disabled soldiers and sailors. (Bulletin No. 15.)

No. 4. Ward occupations in hospitals. (Bulletin No. 25.)

**REHABILITATION JOINT SERIES.**

NOTE.—The list of monographs in this series were prepared or are in preparation under the supervision of a committee appointed by the Surgeon General of the Army. The Federal Board takes no responsibility for the material contained in them, but has cooperated with the Office of the Surgeon General and the Bureau of War Risk Insurance in issuing these documents. Those interested in procuring copies may address the Office of the Surgeon General, War Department, as they will be distributed only through that source.

No. 1. To the disabled soldier and sailor in the hospital.

No. 2. To the household of the disabled soldier and sailor.

No. 3. The way back to civil life.

*In press.*

No. 4. English I: For non-English speaking men illiterate in their native languages.

No. 5. English II: For non-English speaking men literate in their native languages.

No. 6. English III: Advanced course in English for foreign-born men literate in their native languages.

No. 7. English IV: Elementary writing and reading for English-speaking illiterates.

No. 8. Penmanship I: Left-hand writing for men with right-hand amputations.

No. 9. Penmanship II: Legible handwriting for men of limited elementary school training.

No. 10. Typewriting I, II, III, IV, V: For professionals and amateurs.

No. 11. Typewriting VI: Sight typewriting.

No. 12. Physical education I. Callisthenics for curative purposes.

No. 13. Arithmetic I: For men of limited elementary education.

No. 14. Arithmetic II: For men with limited common school education.

No. 15. Machine shop practice I: Straight turning; between centers.

No. 16. Machine shop practice II: Thread cutting.

No. 17. Machine shop practice III: Chucks and chuck work.

No. 18. Machine shop practice IV: Taper turning.

No. 19. Machine shop practice V: Drill press work.

No. 20. Machine shop practice VI: Accurate measuring.

No. 21. Machine shop practice VII: Mathematics for the engine lathe.

*In preparation.*

Machine shop practice VIII: Inspection of machine parts; basic course.  
 Specifications and prospectus for the joint series of rehabilitation courses.  
 Mathematics I: Use of the slide rule.  
 Farm mechanics I: Woodworking for the general farm.  
 Farm mechanics II: Woodworking for the poultry farm.  
 Farm mechanics III: Woodworking for the dairy farm.  
 Shoe repairing I: Hand work necessary to prepare shoes for machine finishing.  
 Shoe repairing II: Machine work.  
 Electricity I: Bell wiring.  
 Civics I. Practical civics.  
 Physical education II: Exercises for orthopedic cases.  
 Bookkeeping I: For men with common school education.  
 Drafting I: Elementary machine drawing.  
 Power plant operating I: Starting up and shutting down the steam plant.  
 Painting and decorating I: Painting new walls and ceilings.  
 Auto mechanics I: Engine repairing.  
 Woodworking I: The steel square and its uses in house framing.  
 Penmanship III: For men with common school education.  
 Arithmetic III: Vocational arithmetic for agriculturists.

## SAFETY AND HYGIENE SERIES.

*In press.*

Safety and hygiene in the building trades.

*In preparation.*

Safety and hygiene in agriculture.  
 Safety and hygiene in coal mining.  
 Safety and hygiene in metal mining.  
 Safety and hygiene in quarrying.  
 Safety and hygiene in the building trades.  
 Safety and hygiene in chemical and allied industries.  
 Safety and hygiene in clay, glass, and stone industries.  
 Safety and hygiene in potteries.  
 Safety and hygiene in the clothing industries.  
 Safety and hygiene in food production.  
 Safety and hygiene in slaughter and packing houses.  
 Safety and hygiene in iron and steel industries.  
 Safety and hygiene in automobile factories.  
 Safety and hygiene in ship and boat building.  
 Safety and hygiene in the leather industries.  
 Safety and hygiene in the lumber and furniture industries.  
 Safety and hygiene in the metal-trade industries.  
 Safety and hygiene in the paper and pulp industries.  
 Safety and hygiene in printing and bookbinding.  
 Safety and hygiene in textile industries.  
 Safety and hygiene in oil refineries.  
 Safety and hygiene in railroad transportation.  
 Safety and hygiene in water transportation.  
 Safety and hygiene in the electrical trades.  
 Safety and hygiene in the woodworking trades.

## TRADE AND INDUSTRIAL SERIES.

- No. 1. Trade and industrial education, organization, and administration. (Bulletin No. 17.)
- No. 2. Evening industrial schools. (Bulletin No. 18.)
- No. 3. Part-time trade and industrial schools. (Bulletin No. 19.)
- No. 4. Buildings and equipment for schools and classes in trade and industrial subjects. (Bulletin No. 20.)

## VOCATIONAL REHABILITATION SERIES.

- No. 1. Out of print.
- No. 2. Out of print.
- No. 3. What the employers of America can do for the disabled soldiers and sailors. (Monograph No. 3.)
- No. 4. The Nation's workers and the disabled soldiers and sailors. (Monograph No. 4.)
- No. 5. Army occupations as preparation for civilian employment. (Opportunity monograph.)
- No. 6. Safety and fire protection engineering. (Opportunity monograph.)
- No. 7. The metal trades. (Opportunity monograph.)
- No. 8. Factory woodworking trades. (Opportunity monograph.)
- No. 9. Oxy-acetylene welding. (Opportunity monograph.)
- No. 10. Forestry pursuits. (Opportunity monograph.)
- No. 11. Automobile maintenance and service. (Opportunity monograph.)
- No. 12. Employment management. (Opportunity monograph.)
- No. 13. Concrete construction and cement manufacture. (Opportunity monograph.)
- No. 14. Electrical employments with utility companies. (Opportunity monograph.)
- No. 15. Electrical construction, maintenance, and repair occupations. (Opportunity monograph.)
- No. 16. The law as a vocation. (Opportunity monograph.)
- No. 17. The practice of medicine as a vocation. (Opportunity monograph.)
- No. 18. Journalism as a vocation. (Opportunity monograph.)
- No. 19. The lumber industry. (Opportunity monograph.)
- No. 20. Occupations in the automobile manufacturing industry. (Opportunity monograph.)

*In press.*

- Farm management as a vocation. (Opportunity monograph.)
- Teaching as a vocation. (Opportunity monograph.)
- Commercial occupations. (Opportunity monograph.)
- General farming as a vocation. (Opportunity monograph.)
- Occupations in the printing trade. (Opportunity monograph.)
- Occupations in the leather working trades. (Opportunity monograph.)
- Occupational possibilities in the electrical manufacturing industries. (Opportunity monograph.)
- Occupations in navy yards and arsenals. (Opportunity monograph.)
- Occupations in the building trades. (Opportunity monograph.)
- Drafting as an occupation. (Opportunity monograph.)
- Electric welding as an occupation. (Opportunity monograph.)
- Occupations in the clothing industry. (Opportunity monograph.)

Farm labor as an occupation. (Opportunity monograph.)  
 Farm mechanics as a vocation. (Opportunity monograph.)  
 Transportation occupations. (Opportunity monograph.)  
 Occupations in the jewelry trades. (Opportunity monograph.)

LIST OF LEAFLETS.

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 Rehabilitation Leaflet No. 2. Hey there, Buddy!  
 Rehabilitation Leaflet No. 3. What you can do for the disabled soldier and sailor.  
 Rehabilitation Leaflet No. 4. Overseas and back to civil life.  
 Rehabilitation Leaflet No. 5. To the sweethearts, sisters, wives, and mothers of discharged soldiers and sailors.  
 Rehabilitation Leaflet No. 6. President Wilson's message on healing the hurts of our wounded.  
 Rehabilitation Leaflet No. 7. To the disabled officer.

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